

**U.S. COURTS LIBRARY, DES MOINES
LIBRARY TECHNICIAN PART-TIME, TEMPORARY**

The U.S. Courts Library in Des Moines, Iowa is a branch of the U.S. Court of Appeals library system, headquartered in St. Louis. The library serves all federal judges in the Southern District of Iowa, including judges in Des Moines and Davenport. It has a staff of one full-time librarian and one part-time library technician.

Position: Library Technician. Part-time temporary. 16 hours per week, weekdays only.

Description: The Library Technician will assist in maintaining the currency and organization of the collection by receiving and processing library materials. This includes checking in books and serials and processing them for shelving. Other duties include filing loose-leaf updates and pocket parts. The Library Technician will assist the librarian with special projects as needed. The Library Technician will also provide basic reference services to patrons using print and electronic resources when the librarian is out of the library.

Minimum Qualifications:

High school diploma, two years general clerical experience or a college degree, and one year of library or comparable experience.

Computer skills including word processing software, spreadsheets, internet searching.

Ability to prioritize and work independently.

Attention to detail, strong problem solving and organizational skills.

Must be able to reach, stoop and lift boxes up to 40 pounds.

Preferred Qualifications:

Law library and customer service experience.

Library software experience, especially Sirsi.

Background check required for successful candidate.

Availability: Position is available immediately and will extend for 1 year.

Salary: Minimum starting salary approximately \$16.85/hour.

To Apply: Submit cover letter and resume by **February 2, 2015** to:

Melissa Schutjer, Branch Librarian
U.S. Courts Library – 8th Circuit
110 E. Court Ave., Ste. 358
Des Moines, IA 50309
melissa_schutjer@ca8.uscourts.gov
Fax: (515) 284-6296

For more information on federal court employment see: <http://www.uscourts.gov/Careers.aspx>

